

## Pages App

12-14-11

This app must be purchased and downloaded.

1. Locate “Pages” icon on Home page and (press to) open it.
2. Next screen: Press button “Use iCloud”
3. Next screen: “Create New Document” and “Learn More about Pages” buttons. They will not pop up again after first use. The “Learn More about Pages” button is the manual, and will be titled “Getting Started” in the document list. Feel free to read it.

When you are ready to type, choose **Create New Document.**

4. Once into the program, there will be a plus sign (+) at the top left of the screen. Pressing it will start a new blank document.
5. The drop down menu will give you 1 create choice, and 3 copy choices.
6. Press Create Document. Next screen shows one blank document at top left, entitled Blank. It will also show your other documents. Titles are below document icon.
7. Press on Blank icon. Document opens and keyboard is at the bottom of the screen.
8. Type text. File is automatically saved.
9. To rename the Blank file, press Documents button in menu bar (at top left) to go back to Documents list. Press and hold on title of your document. Next screen will have the blinking cursor on the edit box. Type new file name. Press blue DONE button at top right of screen.
10. Once in a document, look in the title bar, at the top right side. There are several icons.
  - a. “i” icon is for Information. You can change the styles in the file.
    1. In the level down in the menu bar, the same items are presented as buttons.
  - b. Mountain icon is for “Insert”. You can import media, tables, charts, and shapes. Press icon and then press the tab desired, then scroll through choices. If there are dots along the bottom of the window with your choices, then there are additional pages within that tab. Flick through pages to locate and press the object desired. It is brought into your document.
    1. Touch imported object, and get dots at the edges. Use to resize, etc. Charts will have a menu pop up for things like copy, cut, edit, delete.
      - a. Pie charts are can be manipulated (e.g. dragging one portion of the pie away from the rest of the pie.)
      - b. Tables have scroll bars at the edges. Press and manipulate the table with the pop-up options when arrows are touched.
    2. To move imported object, press and drag to new location. Release.
    3. Once an item has been inserted into the document, the Information button will now have different options.

- c. Wrench icon is for “Tools”. Options include Share and Print, Find, Document Setup, Settings, and Help.
  - 1. Document Setup: next screen will be in Portrait orientation. Use the function to add headers, footers, change margins, etc. Press message on document and make changes. To change margins, press arrows along edge and drag to new margin location; release. Or use Information button at top right. When finished, press Done button at top left. Use Undo button next to that as needed.
- d. The double arrow icon puts you in reading mode; the menu bar disappears, so there is more room to view your document. To get the menu bar back, simply touch the document screen.
- e. The ruler is found at the bottom of the menu bar.
- 11. At the top left of the menu bar, to the right of the Documents button is the Undo button. Press to get the Undo and the Redo options.
- 12. To delete a document, make sure you are at the Document list. (Press Document button from within a document.) At the top right of the menu bar, press the Edit button. The files will wiggle. Press the file you want to delete. Press the trash can icon in the menu bar at the top left.
- 13. To make another copy of a document on your iPad, make sure you are at the Document list. (Press Document button from within a document.) At the top right of the menu bar, press the Edit button. The files will wiggle. Press the file you want to make a copy of. Press the plus sign icon in the menu bar at the top left. The 2<sup>nd</sup> copy of your file is placed in the document list; you may need to rename it.

### **Copy Choices**

- 1. Once into the Pages program, there will be a plus sign (+) at the top left of the screen. Pressing it will start a new document.
- 2. The drop down menu will give you 1 create choice, and 3 copy choices.
- 3. If you press the copy choice called iDisk, you will need to enter your Member Name (for your Me account) and Password. iDisk is an online server like Dropbox.
  - a. At this time, don’t use the iTunes or WebDAV choices.
- \*\* Choose iDisk when you need to copy your file from the Cloud server and put it onto your iPad.
  - 4. A list of your folders is shown. Press icon/name of the one you want to open.
  - 5. A list of the documents in that folder is shown. Press the one you need. It will be copied onto your iPad. Check your document list for it.
- \*\* When within a document, press Tools icon. Choose Copy to iDisk. This will send a copy of the file to the cloud server.

**When done in Pages app, go Home (3 clicks on Home button).** Your Pages files are automatically saved.